Approved For Release : CIA-RDP70-00211R000100330005-8

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DRAFT

TO: All Staffs, Divisions, and Branches

FROM: Office of the Comptroller

SUBJECT: Records Control Schedule No. 31-57

1. Attached is the Records Control Schedule covering the records of your component. This schedule has been approved by the Records Management Staff and the Comptroller.

2. This schedule should be used to effect appropriate disposition of the records in your component. The item numbers identify major series or categories of records which should cover all or most of your records. The destruction or retirement of the records should be in accordance with the "Disposition Instructions" in the Records Control Schedule.

3. Although the schedule is mandatory it is not inflexible. Changes can be made at your request. Such changes however, should be requested in writing through the Administrative Staff so that all legal aspects may be taken care of.

4. In order to provide the Management Staff with a report of the volume of records destroyed in the Office of the Comptroller under authority of the schedule, a report of any destruction will be made to the Area Records Officer. This report will be in writing and will cover the following:

a. Volume of material in linear feet or inches
b. A general description of the material, i.e. Subject files, Source material, Reference Material, etc.
c. The type of material (cards, correspondence, forms)
d. The item number on the schedule under which the records were destroyed.

A report should be made only when the volume of material destroyed is approximately one linear foot or more. Only that material which is actually part of a file should be reported. Individual documents which are destroyed on a daily basis and which never become part of a file series should not be included.

5. A negative report, if applicable, is required from your components at the end of each quarter.

6. The Office of Security has granted an exception to the requirement of logging the destruction of individual secret and confidential documents providing a record of the material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed. Reporting of destruction of material as required in paragraph 4 above serves to fill this requirement.

COMPTROLLER

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